

Equal Business Opportunity Commission Office

Department Description

The Equal Business Opportunity Commission Office (EBOCO) is mandated by Section 3921.03 of the Columbus City Codes to compile, review, and analyze minority and female business enterprise utilization based upon city contract awards, contract payments, and vendor registration data. The office is also responsible for the release of quarterly utilization reports to the Mayor and City Council.

In addition, EBOCO develops and implements race and gender-neutral programs that encourage a diverse pool of qualified suppliers. In 2006, these initiatives will include an aggressive outreach program, developing a training curriculum to assist city departments in developing non-restrictive bid specifications and creating uniformity in the evaluation of professional service proposals. EBOCO will continue to review informal purchasing policies and provide technical assistance to the minority, female and small business community.

Periodically, the office will recommend and implement additional efforts necessary to further develop inclusiveness in the City's contracting practices, i.e., the EBOCO bi-monthly roundtables (internal), director's quarterly business forums (external), partnering with agencies and/or organizations to reach targeted groups, expansion of the City of Columbus tracking of utilization of minority groups and the creation of specialized reports on request.

Department Mission

The mission of the Equal Business Opportunity Commission Office is to promote inclusiveness of minority and female owned businesses within the City's procurement process and to facilitate equitable awarding of contracts to minority and female business enterprises.

Strategic Priorities for 2006

From the Columbus Covenant:

Peak Performance

- Continue to encourage the increased utilization of minority and female owned business enterprises (M/FBE) by city agencies and departments. This will be realized by continuing to implement the recommendations of the 2003 Availability Study as well as the ongoing creation of citywide policies that encourage a diverse supplier population, thereby positively impacting minority and female utilization.

- Monitor and review city contracts for compliance with city, state, and federal requirements as well as the citywide bid specification review process. In addition to developing outreach activities that will inform customers (internal and external) about the importance of a diverse vendor base, EBOCO will continue to monitor and report M/FBEs' utilization and availability and establish procedures and policies to assure that available M/FBEs are included in bid solicitations.
- Conduct internal and external roundtable forums and other educational training sessions as well as host a city procurement college to encourage communication among city agencies, EBOCO, and the business community to assist M/FBEs in securing opportunities with the City of Columbus. EBOCO will continue the facilitation of targeted outreach programs for city departments. EBOCO will continue the publication and dissemination of a minority/female business enterprise directory, the ACCESS newsletter, and the EBOCO annual report.
- Continue to market EBOCOs' services to industry peers. In 2005, EBOCO continued to solidify strategic partnerships by the creation of the Minority Business Collaborative. The Minority Business Collaborative (MBC) is comprised of minority, female and disadvantaged business enterprises (M/F/DBE) and small business agency leaders. Through collaboration, the MBC seeks to share resources and information among the public and private sectors. Examples include the creation of a joint certification program, an MBC website, and joint outreach programming to the business community.

2006 Budget Issues

- Eleven full-time positions are funded in 2006.
- EBOCO is exploring the potential of charging a fee for contract compliance certification applications, which would help reduce the number of inactive vendors in the office's database, and provide revenue to the city.

Budget and Performance Measure Summary

EBOCO FINANCIAL SUMMARY					
DIVISION SUMMARY	2003 Actual	2004 Actual	2005 Original Appropriation	2005 Estimated Expenditures	2006 Proposed
Equal Business Opportunity	\$ 879,441	\$ 891,518	\$ 929,477	\$ 909,177	\$ 982,855
TOTAL	\$ 879,441	\$ 891,518	\$ 929,477	\$ 909,177	\$ 982,855

EBOCO SUMMARY BY CHARACTER					
EBO COMMISSION EXPENDITURES SUMMARY	2003 Actual	2004 Actual	2005 Original Appropriation	2005 Estimated Expenditures	2006 Proposed
Personnel	\$ 839,246	\$ 809,497	\$ 827,910	\$ 823,646	\$ 866,681
Materials & Supplies	4,190	5,000	5,500	4,500	5,500
Services	36,005	77,021	96,067	81,031	110,674
TOTAL	\$ 879,441	\$ 891,518	\$ 929,477	\$ 909,177	\$ 982,855

EBOCO SUMMARY BY FUND					
FUND SUMMARY	2003 Actual	2004 Actual	2005 Original Appropriation	2005 Estimated Expenditures	2006 Proposed
General	\$ 879,441	\$ 891,518	\$ 929,477	\$ 909,177	\$ 982,855
TOTAL	\$ 879,441	\$ 891,518	\$ 929,477	\$ 909,177	\$ 982,855

EBOCO PERSONNEL SUMMARY					
DIVISION	FT/PT*	2003 Actual	2004 Actual	2005 Budgeted	2006 Budgeted
Equal Business Opportunity	FT	12	11	11	11
	PT	0	0	0	0
TOTAL		12	11	11	11
*FT=Full-Time PT=Part-Time					

Equal Business Opportunity Commission Office					
Program:	Equal Business Opportunity Commission Office			2005 Appropriated	2006 Budget
Program Mission:	To promote inclusiveness in the city's procurement process and to facilitate equal access to contract opportunities.	Expenditures		\$ 929,477	\$ 982,855
		Full-Time		11	11
		Part-Time		0	0
Program Measure:	2002	2003	2004	Mid-Year 2005	Target
Number of new FBE firms	15	22	6	9	n/a
Number of new MBE firms	20	20	23	5	n/a
Number of new MBR firms	n/a	120	60	22	n/a
Number of bids reviewed in the targeted area	17	15	19	13	n/a
Percentage of bids reviewed in the targeted area	n/a	n/a	52.6%	61.9%	n/a
Number of pieces of legislation reviewed	896	626	691	480	n/a
Number of contracts	241	296	246	102	n/a

Equal Business Opportunity Commission Office - continued					
Program Measure:	2002	2003	2004	Mid-Year 2005	Target
Number of outreach and in-reach programs sponsored	n/a	n/a	68	317	n/a
Number of M/FBE/MBR's reached	839	921	65	315	n/a